



## Memorandum

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**To:** Montana Educators  
**From:** Sharon Houle, CRT Program Manager  
**Date:** February 7, 2007  
**Subject:** CRT Item Review Meetings

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I am writing today to invite you, all certified teachers or curriculum directors from your school, to join your colleagues in the process of developing, editing, and selecting items for the 2008 Criterion-Referenced Test (CRT). The purpose of these workshops is to develop and edit multiple-choice and constructed-response items in reading, math, and science for inclusion on the spring 2008 tests. We invite you to join us at one or more of the following workshops in Helena at the Red Lion Colonial Hotel:

Bias Review (review 2008 items for bias and sensitivity issues): May 7

Item review/editing: May 8 & 9 (review 2008 field test items)

Item review /selection: July 24 & 25 (review items and select 2008 common items)  
Common items are those that are scored for student results.

You'll have the opportunity to work with fellow educators, assessment staff from the Office of Public Instruction (OPI), and curriculum and assessment specialists from Measured Progress. Training will be provided at the workshops. By participating in these workshops, you will have the opportunity to become more familiar with the curriculum and play an important role in the development of future items. We hope that these workshops will benefit you professionally. Renewal units will be offered to all Montana educators completing the 2-day workshop.

Measured Progress will cover the following expenses related to the workshops: hotel accommodations (room and tax) for travel in excess of 90 miles one-way; meals (up to \$20 per day), mileage to and from Helena; and substitute teacher reimbursement (if applicable). Breakfast and lunch will be provided onsite. We recommend you plan on comfortable dress.

You will need to register for the workshop online at <http://iRegister.measuredprogress.org>. At the welcome page, select "Montana" and follow the link to the workshop you want to attend. You'll see additional information on this page including a brief description of the workshop. You will be asked to provide basic contact information. Once you have completed all of the required fields, click on "Register". You will then see a confirmation page. Please print this confirmation page for your records. A confirmation memo will be mailed to all registered participants in late April.